

**STATE OF TENNESSEE  
OFFICE OF THE POST-CONVICTION DEFENDER  
404 JAMES ROBERTSON PARKWAY  
SUITE 1100  
P O Box 198068  
NASHVILLE, TENNESSEE 37219-8068**

**EMPLOYMENT ANNOUNCEMENT**

**ASSISTANT POST-CONVICTION DEFENDER POSITION**

The Tennessee Office of the Post-Conviction Defender is accepting applications for an Assistant Post-Conviction Defender position.

The OPCD is an independent agency of the Tennessee state government. The agency represents people sentenced to death in Tennessee and provides non-case-specific assistance and educational resources to appointed counsel in capital cases. Direct representation focuses on the investigation and presentation of collateral claims in state courts, primarily in post-conviction proceedings. The OPCD handles cases throughout Tennessee and travel is required. Please see [www.tnpcdo.net](http://www.tnpcdo.net) for further details.

**Position Description**

Assistant Post-Conviction Defenders work as part of a team under direction of a supervising attorney. Duties of the Assistant Post-Conviction Defenders include:

- Developing and maintaining a strong working relationship with the client
- Reviewing and analyzing large volumes of documents and records
- Identifying potential legal claims and investigative needs
- Overseeing paralegals in record collection and investigators in field investigation
- Participating in investigation as needed
- Identifying experts and working with them in developing claims
- Performing legal research and collaborating with others in drafting extensive pleadings in the trial and appellate courts
- Working with the team to prepare for and conduct an evidentiary hearing in every post-conviction case
- Presenting oral arguments in appellate courts
- Staying abreast of developments in relevant case law

**Minimum Requirements:**

- Tennessee Bar license or obtaining one within a year of accepting the position
- Ability to travel extensively
- A valid driver's license

**Selection Criteria:**

- Demonstrated commitment to capital defense, indigent criminal defense or public interest advocacy, and to zealous client-centered representation
- Highly developed writing and oral communication skills
- Ability to work closely with others within a team-based model of representation
- Ability to communicate effectively with people who may be mentally ill, intellectually disabled, or traumatized
- Preference will be given to candidates with prior experience in capital or other criminal defense, complex civil litigation, judicial clerkship, or a combination thereof

The OPCD is an equal opportunity employer. Salary is statutory and based on experience. Health insurance and other benefits are provided.

Interested candidates should send: 1) a cover letter discussing their experience, skills, and interest in death penalty work; 2) a resume; 3) three professional references; and 4) a writing sample to [YorkL@tnpcdo.net](mailto:YorkL@tnpcdo.net). Applications will be accepted until the position is filled.